



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
Denver, CO 80225-0047

IN REPLY TO:

1220 (HR-250) P

Instruction Memorandum No. HR-99-033

Expires: 09/30/00

To: BC, HR, RS, Office of IRM/Modernization
Attention: Timekeepers

From: Director, National Human Resources Management Center

Subject: Shipping of CY 1997 Time & Attendance (T&A) Reports to the Federal Records Center
DD: 04/12/99

We can now ship CY 1997 T&A records to the Records Center. The General Records Schedule dictates that original T&A records be kept for 6 years before being destroyed. You are required to maintain the current year and one previous year T&A records on-site.

Please send your CY 1997 T&As to HR-250, attention Terri Jeffries, by April 12, 1999. ***Filing format for this year has changed.*** All T&A reports must be organized by employee, in pay period order. Please submit a file for each employee, to include all 26 time sheets. Files are submitted in alphabetical order. This new format will aid in the retrieval of documents, as we usually retrieve records for an employee, not for an entire division.

The Records Center requires us to submit all T&A's for all the Denver Centers and IRM/Modernization organization in one shipment. Therefore, if you do not participate in this consolidated shipment, you will be responsible for maintaining the T&As for the required 6 years. Should your office have T&A's prior to 1997, the files should be marked with a destruction date, which would be 6 years after the end of the calendar year (BLM/GRS Schedule 2/8).

A friendly reminder: T&A records are Privacy Act records which contain confidential information on employees (i.e., social security numbers). Privacy Act records must be stored in locked cabinets with access granted only to those with a need to know (timekeepers and supervisors). Other types of privacy act records which need to be secured are Travel Authorizations, Travel Vouchers, Supervisor's copies of employee appraisals and/or any other documents with social security numbers, home addresses or other confidential information.

If you need additional information or assistance regarding disposition of records, please contact Pat Day, Records Administrator, at 236-6362, FAX 236-0711.

Signed
Linda D Sedbrook
NHRMC Director

Authenticated
Therese Marie Jeffries
Computer Assistant

Distribution
RS-150A, BLM Library
NI-101

[illegible]

